



Finance and Administration Cabinet

Executive Order 2008-011

Request Form

Requesting Department: 625 Department Of Highways**Record Date:** 2012-03-27**Requestor ID:** JJN0026**Requestor Name:** NANCY ALBRIGHT**Short Description:** Guardrail, Components, and Refurbishment - FY13**Requestor Phone Number:** 502-564-4556**Type of Request:** OTHER GOODS**New or Expanded?** Yes**Procurement Method:** Order From Existing Contract**Cost:** 2,000,000.00**Estimate/Actual?** Estimate**Is this Item a Replacement?** No**If so, Asset Tag#:****What will happen to the replaced item?****What Document is Requested?** Blanket Waiver**If on Contract, Give Contract #:** See P&J**Vendor (if any):** See P&J**Purpose and Justification:**

The Division of Maintenance request blanket waiver approval to purchase items, establish contract renewals, and new Master Agreements as applicable from the following guardrail related contracts:

Guardrail Offset Blocks-
MA 1200000490 Vendor: American Timber & Steel Corp.

Guardrail Components-
MA 0800003517 Vendor: R. G. Steel Corp

Guardrail Refurbishment:
N. A. Galvanizing MA 605 0900004596

The Division of Maintenance purchases these items in large quantities and distributes them with refurbished guardrail parts to the districts. The guardrail components are only ordered when inventory gets low. These contracts are essential to the delivery of services because the Department of Highways has neither the personnel nor the equipment to complete this work. Guardrail repair is required in a timely manner to protect the safety of the traveling public. Failure to execute this work would also result in liability issues for the department of Highways. Each year the Department refurbishes used guardrail and posts which saves the Department in excess of \$1,000,000.00 annually.

Financing will be maintenance (FE03) funds.

This request is for period July 1, 2012 - June 30, 2013.

Funding Source: Road

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding 100% FE03

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee’s information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: